



Job Title: Director of Development Services

Department: Development Services

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, organizes and directs the work of professional and technical staff in such areas as engineering, streets, facilities, planning & zoning, code enforcement, mapping & graphics and building safety. Is responsible for operating, maintaining and improving the Town's public infrastructure; coordinates engineering and planning projects including research and design, including drainage and streets capital improvements, construction development, and/or maintenance programs; coordinates and administers contracts for professional services; reviews and approves various types of civil engineering improvement plans. Performs related work as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Responsible for program planning and project development of all projects in the Town's Capital Improvement Program (CIP) including: producing or overseeing consultants in the production of project scoping or pre-design documents for projects planned in the twenty-year CIP, financial/cost analyses for projects, overseeing grants, initial project assessments, design concept reports, assisting the Finance Department on budgeting, financial planning and programming of projects in the twenty-year CIP, and coordinating project development activities with Town Departments.
2	L	Directs, trains and evaluates the various divisions within the Development Services Department. Administers and distributes workloads for Town CIP and development projects. Inspects project sites to assist in the solution of difficult problems. Interprets specifications and Town policies. Prepares and manages the department's budget.
3	L	Evaluates plans and reports by reviewing and approving submitted plats, improvement and "as- built" plans, and associated reports to ensure compliance with applicable Town laws, codes and ordinances, and other applicable engineering and planning principles.
4	S	Develops department policies and guidelines by developing, updating and revising engineering design guidelines, construction specifications, and various standardized forms and processes and identifying and processing easement and Right-of-Way acquisitions for the developer and Town projects.
5	L	Provides professional and technical support to the Town Manager, Town Council and other boards and commissions. Communicates with the general public, other Town, local, state and federal employees, vendors, management, contractors, and public officials in order to perform assigned work. Instructs and trains subordinates and informs the general public on capital improvement projects or different programs such as stormwater management. Prepares letters, memos, specifications, reports, Town Council Reports, with clearly organized thoughts using proper sentence structure, punctuation, and grammar to communicate technical and controversial issues. Coordinates Regional Transportation Improvement Projects (TIP) and items.
6	S	Directs and participates in the development of plans, specifications, estimates, and work orders for the construction of community development projects, including drainage and streets projects. Supervises and participates in the development of capital improvement plan projects, including preparation of Request For Proposals and bid packages, the selection of consultants, preparation of plans, specifications and cost estimates, negotiating fees for professional services, processing submittals, progress payments and change orders.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree in Civil, Transportation, or equivalent.
Experience	Over five years public sector experience in project management, engineering, planning & zoning and supervision.
Certifications and Other Requirements	Must possess a valid Arizona Professional Engineering License, and Arizona Class D Driver's License.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read construction plans and specifications, county, state and federal regulations, legal documents and descriptions, contracts, and engineering reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, trigonometry, geometry and quantitative equations.
Writing	Work requires the ability to write technical and quantitative documents, engineering design guidelines, constructions specs and policies and procedures.
Managerial	Work requires the supervision of the Community Development Department, which includes engineering, streets, facilities, planning and zoning, code enforcement.
Budget Responsibility	The incumbent prepares documents and does research to justify language used in documents for the Community Development Department and recommends budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance of engineering and planning project managers and inspectors, the Streets Division, Code Enforcement, and Facilities.
Complexity	Work requires strong knowledge of general civil engineering principles and practices. The level of work requires exercising competent, independent judgement. Work is widely varied involving analyzing and evaluating many complex and significant variables, identifying needs and assignments, and developing and/or recommending departmental and or townwide policies and procedures.
Interpersonal / Human Relations Skills	This position has contact with others within the organization. These contacts may involve similar work units or departments within the Town. In addition, this position works with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Meetings and discussions may be conducted with customers, developers, contractors, and design engineers to resolve specific engineering issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job sites and meetings
Sitting	F	Deskwork, meetings
Walking	F	To other departments and around job sites
Lifting	R	Plans and equipment
Carrying	F	Plans and equipment
Pushing/Pulling	N	
Reaching	R	For supplies and plans
Handling	F	Paperwork
Fine Dexterity	O	Measuring and drafting
Kneeling	R	During inspections
Crouching	R	During inspections
Crawling	N	
Bending	R	Retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	R	Stairs, step stool
Balancing	R	On step stool
Vision	C	Reading, computer monitor, observing work activities
Hearing	C	Communicating with personnel and general public and on telephone
Talking	F	Communicating with personnel and general public and on telephone
Foot Controls	O	Automobiles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat and steel-toed shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)